

Map Recordation Submittal Form



Each individual submittal for paper & mylar review will require a separate submittal fee. When mylars have been approved, a \$10 fee per lot is required on a subdivision plat in addition to the submittal fee

Example: Three lot Subdivision plat requires two paper and two mylar reviews: Total fee will be \$850.00.

Surveyor Name: _____

Date: _____ Fee: \$ _____

PLAT TYPE

Check all that apply; submit eight (8) paper copies.

- ☐ Boundary Survey (\$103)
 - ☐ Exempt Subdivision (\$206) + (\$10 per lot*)
 - ☐ Recombination (\$206)
 - ☐ Right-of-way /Easement dedication \$103)
 - ☐ Subdivision (\$206) + (\$10 per lot*)
- Tree conservation maps, as built, and plat of corrections will be processed as boundary surveys when submitted individually.

LEGAL DOCUMENTS

Approved by City Attorney's office

- Off-site drainage easements
- Transit easements
- Off-site sanitary sewer easement
- Other as required (i.e. use allocation, infill covenants)

BASE INFORMATION REQUIRED ON PLAT

See City Code sections 10-3014 to 10-3017 for full details.

- Subdivision or site plan case number
- Current Parcel Identification Number (PIN) for parent parcel(s)
- Site data table
- Existing addresses
 - *Parcels and buildings*
- Surveyor's seal and GS 47-30 certification
- Deed and plat references
- Parcel owner(s) name(s)
- Correct owner(s) statement used
- Title correctly indicates recording purpose
 - *i.e. subdivision, recombination, etc*
- Legible vicinity map oriented north
- All existing structures
 - *Confirmation of demo permit, if applicable*
- New/proposed property lines (solid line style)
- Old/existing property lines (dashed line style)
- Street names
- Any required notes from preliminary approval
- City of Raleigh standardized terminology

PRIOR APPROVALS

- Preliminary subdivision approved and conditions for approval satisfied
 - *exceptions: BS, RW, EX, R*
- Construction plans approved for public improvements, including stormwater legal documents
 - *Stormwater Maintenance Manual*
 - *HOA Documents*
 - *Stormwater Replacement Agreement*
- Recording phase must match construction drawing phase
- Tree Conservation Area permit copy attached
- City Council approvals
 - *Encroachments*
 - *ROW closures*
 - *Street name changes*

ADDITIONAL PLAT INFORMATION

See City Code section 10-3017 for full details.

- Current zoning
 - *If more than one zoning district exists, which includes all overlay districts*
- Proposed building envelopes for setbacks less than 5 feet
 - *i.e. townhouses, PDD, cluster, and condos*
- Open Space labeled
 - *i.e. PDD, cluster, group housing, permanently protected undisturbed*
- Neuse buffers
- Floodway and 100-year flood fringe
- Easements
 - *metes and bounds*
- Slope easements
 - *metes and bounds*
- Existing rights-of-way
 - *dimensions, labels, metes and bounds*
- Additional rights-of-way
 - *dimensions, labels, metes and bounds*
- Greenway
 - *total area, metes and bounds*
- Tree Conservation
 - *total area, metes and bounds*
- Infill recombination (City Code section 10-3032)
- Resolution numbers for sanitary sewer and street closings with City Council approval date